

Personnel Support Activity Jacksonville SECURITY BRIEF

Name:

PSD/CSD:

Your assigned duties carry with them grave responsibilities for safeguarding classified information to which you may have access during your assignment with this command. You must fulfill your responsibilities to maintain security by observing the following rules:

- Do not discuss classified information with unauthorized persons, uncleared persons, or those who do not need the information to perform their duties. Uncleared, unauthorized persons such as dependents of friends normally do not realize the importance of such information and inadvertently may pass it to others.
- If you are in doubt as to whether or not certain information is classified, it is your responsibility to determine the classification of such information.
- Classified information shall not be discussed over telephones because of the insecurity due to executive cut-in, phantom voice interruptions and wire-tapping. "Double-talk," private codes, and "talking-around" classified matters present no real protection against the abilities of skilled analyst.
- It is your responsibility and your duty to report all infractions of security regulations and any incidents wherein an attempt is made by an authorized person to solicit classified defense information to the Command and/or Detachment Security Manager.
- All badges and passes issued to you will be handled per instructions for their use. They will be properly safeguarded at all times. The loss of a badge or pass must be reported immediately. Counterfeiting, altering, or other misuses of identification media are serious violations of Federal Law.
- Classified documents and material you may be entrusted with, or you may have access to, must be physically safeguarded at all times.
- Most security violations occur due to carelessness, lack of knowledge, indifference, lack of security consciousness, and ignorance of the penalties for security violations. Provisions of Federal Law prescribe heavy penalties for the disclosure to unauthorized persons information affecting the nation's defense and for loss, distribution, or compromise of such information through violation of pertinent regulations.

I have read and fully understand the above security brief.

_____ Date: _____